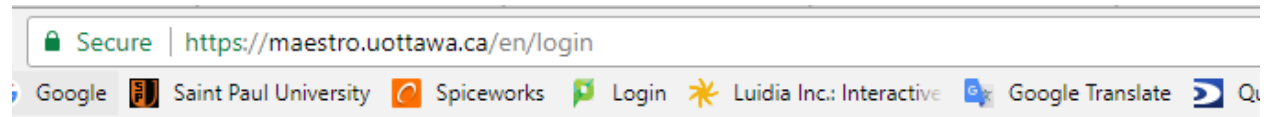


1 - Access this web site <https://maestro.uottawa.ca/en/login> . Enter your username (same as your Email, UOcampus and Brightspace) and your password



## Login

Enter your uoAccess ID ([What is this?](#))

Password

Login

2 - Click on the link below

## Welcome to Maestro, the Faculty portal.

The tools below will help you manage different aspects of your teaching environment.

The first tool allows you to request the creation of a course to which you are assigned. You will see the list after clicking on the button. All you need to do is follow the on-screen instructions to immediately create your course in the Virtual Campus. You will also be able to merge several courses (for example if a course has several sections, but you wish to use the same content in all of them, or to manage only one space for a series of labs).

### Tools at your disposal

[Create a course space on the uOttawa LMS \(with the option to migrate content from BBL during step 3\)](#)

[Non-course submission form](#)

[List of blackboard archives](#)

3 -- **ATTENTION : ONLY SELECT ONE IDENTICAL COURSE CODE AT A TIME – YOU WILL NEED TO REPEAT THESE STEPS FOR YOUR OTHER COURSES.**

**TO MERGE A COURSE: CHECK BOTH COURSE CODES WITH THE SAME COURSE CODE FOLLOWED BY AN O AND W**

and click on “Next step”

## Step 1: Select a course/sections or labs spaces to be created in the LMS

Step 1: Select → Step 2: Edit and Review → Step 3: Migrate

Each course is created individually. If you have to create several courses, you will have to repeat this operation as many times as necessary.

**WARNING!** If you choose multiple courses from the list, they will be merged and we will not be able to un-merge them.

Select a course below and click on "Next Step". You can then review your choice and adjust the title of the course before it is created

List of courses assigned in uoCampus

Fall 2017 [St-Paul]	
TH03568 000 [LEC] Vie chrét & prière - spirit	<input checked="" type="checkbox"/>
TH03568 W00 [LEC] Vie chrét & prière - spirit	<input checked="" type="checkbox"/>
TH05112 000 [LEC] Self-Understanding	<input type="checkbox"/>
TH05512 000 [LEC] Compréhension de soi	<input type="checkbox"/>

**Attention:** The selected courses will be merged

**Next Step**

4 - Click on "I have read and accept..."

## Review and modify

Step 1: Select → **Step 2: Edit and Review** → Step 3: Migrate

### Select the course code and title to be displayed in the LMS

Course merge or course creation:

TH03568 000 Vie chrét & prière - spirit

TH03568 W00 Vie chrét & prière - spirit

Title of the created / merged course: you can adjust if necessary

TH03568[0|W] Vie chrét & prière - spirit 20179

### Copyright Notice

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You agree to take the necessary steps to confirm copyright compliance before making materials available on the LMS.

Return to course list

I have read and accept the copyright notice. Create the course space

5 - Now if you want to import the content of your last year's course from BlackBoard learn, you must do so now by clicking on the arrow and choosing the most recent course and click on "submit migration request". If not click on "I don't want to migrate..."

## Migrate content from Blackboard.

Step 1: Select → Step 2: Edit and Review → **Step 3: Migrate**

**Your course has been created successfully**

The content that needs to be migrated for the upcoming spring/summer courses will be migrated within 2 business days from the time it was requested, the fall 2017 and winter 2018 courses content will be migrated after June 1st, as soon as those courses become available in the new LMS. You are still required to request the creation of your fall and winter courses in the new LMS.

Select the Blackboard course content you would like to have migrated into this course on the new LMS.  
**Note** that a course migration request will be processed in 2 business days from the time it was requested.

Select the Blackboard course to migrate:

Please select

**The complete course will be migrated**  
An archive file from the selected Blackboard course will be imported into your new course space. This will include all content, quizzes, assignments, etc for tools available in the new LMS.

I don't want to migrate any content. Return to home page. Submit migration request

6 - Click on "I confirm"

## Migrate content from Blackboard.

Step 1: Select → Step 2: Edit and Review → **Step 3: Migrate**

No Blackboard archive has been selected. No content will be migrated for this course.

I confirm Edit my selection

7 - Now you are back to the main page where you can redo the steps to create, merge or migrate another course.

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